



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
NORTHEAST REGION  
5 NORTH GATE ROAD  
FORT MONROE, VA 23651-1048**

**SFIM-NE-HR**

**13 DEC 2004**

**MEMORANDUM FOR**

**Installation Management Agency, Northeast Region Garrison Commanders/Managers  
Installation Management Agency, Northeast Region Office Division Chiefs**

**SUBJECT: Processing of Military and Civilian Awards and Decorations**

**1. References.**

- a. AR 600-8-22, Military Awards, 25 February 1995.
- b. AR 672-20, Incentive Awards, 29 January 1999.
- c. DA PAM 672-20, Incentive Awards Handbook, 1 July 1993.
- d. U.S. Army Installation Management Agency Policy Memorandum #16, Military and Civilian Awards Policy, 16 April 2004.

**2. PURPOSE.** To provide guidance on military and civilian awards processing in the IMA Northeast Region.

**3. APPLICABILITY.** These procedures apply to all military and civilian awards processed for individuals assigned to the IMA Northeast Region.

**4. POLICY.**

- a. Award nominations will be prepared and submitted following the guidelines of reference 1d.
- b. Timeliness of awards is a critical component to appropriate recognition and will be monitored and reported to Northeast Region Director. Award nominations that do not meet the timelines in reference 1d must be accompanied by a memorandum explaining the reason for late submission.

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5. PROCEDURES.

a. Checklists and suggestions for award processing are at Encl 1 (military awards) and Encl 2 (civilian awards).

b. Garrisons will forward award recommendations by email or fax to the NER Awards Administrator at [rose.anderson@monroe.army.mil](mailto:rose.anderson@monroe.army.mil) or fax DSN 680-5046/ (757) 788-5046.

6. The NER POC is Rose Anderson, Human Resources Specialist, (757) 788-5085/ DSN 680-5085, [rose.anderson@monroe.army.mil](mailto:rose.anderson@monroe.army.mil).

2 Encls

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DIANE M. DEVENS  
Director

## MILITARY AWARDS CHECKLIST

	Military awards will be submitted on DA Form 638, Recommendation for Award
	Awards will be checked to be certain the following items are completed:
	Block 11 – period of award – day, month, and year (Retirement awards cannot cover more than 10 years)
	The dates in Block 11 must be consistent with any dates mentioned in:  Block 20 – achievements  Be specific in examples of achievements Organize the facts in chronological order Use short, direct statements
	Block 21 – proposed citation (90 – 100 words) (again be sure dates are consistent)
	Part IV - Be certain the authorities sign and date the appropriate blocks. Dates should not be left blank.
	Garrison Commanders must make a recommendation and sign and date before the DA Form 638 is forwarded to NERO awards administrator for processing.

## CIVILIAN AWARDS CHECKLIST

	Civilian awards will be submitted on DA Form 1256, Incentive Awards Nomination and Approval.
	In Block 6, place an X beside the award being recommended.
	Block 6c – period of service to be recognized must be completed. Periods of service for honorary awards can not overlap periods of a previous honorary award.
	Part II, Block 8 will be signed and dated by the Equal Employment Opportunity and Civilian Personnel Officers.
	<p>Award nominations for honorary awards must also contain the following (each on separate bond paper):</p> <p>Justification – a summary of specific events and contributions</p> <p>Proposed Citation – approximately 90 words</p> <p>List of previous awards (periods of honorary awards should not overlap)</p> <p>Biographical sketch of the award nominee (only required for MCSA or higher)</p>
	Garrison Commander must recommend approval on all award recommendations prior to forwarding to the Northeast Region Office awards administrator.